



Town of Forest Heights

5508 ARAPAHOE DRIVE FOREST HEIGHTS, MARYLAND 20745
(301) 839-1030 Fax (301) 839-9236

RENTAL HOUSING LICENSE APPLICATION

THE FOLLOWING MUST BE RETURNED TOGETHER: A completed application with all information printed, typed, checked, or circled as appropriate. Signatures must be original in blue or black ink. Payment payable to "The Town of Forest Heights, Maryland".

FEES: (Make checks (no personal) or money orders payable to "Town of Forest Heights, Maryland")

Forest Heights unit: Owner occupied and contains 1 or 2 tenants: Per unit \$ 75.00 ☐

Forest Heights unit: Not owner occupied: Per unit/apartment - \$ 75.00 ☐

Forest Heights unit: Owner occupied and contains 3 or more tenants: Per unit - \$ 75.00 ☐ Change in Application Information - No Fee ☐

TYPE OF APPLICATION: (Check all that apply)

New ☐ Renewal Change in: ☐ Property Owner Information ☐ Managing Operator ☐ , Resident Agent ☐ , or Trustee Information ☐

You may obtain information on your property account on the Internet at: www.state.md.us and select "Real Property Data Search", or on your tax documents.

Rental Property Address _____ Zip Code _____

Section 1: RENTAL PROPERTY INFORMATION

Property Account / Parcel No. _____ Council District _____

Is this Section 8 Housing? No ☐ Yes ☐ (please submit proof).

Is Section 8 (select all that apply): Prince George's County ☐ Federal ☐ State ☐

FOREST HEIGHTS UNIT INFORMATION:

Type of Home: Single Family /Townhouse Other (be specific) _____

Year Built _____ Number of levels _____ No. of Forest Heights Units: 1 2 3 4 5 6 Basement: Yes ☐ No ☐

No. of Smoke Detectors _____ Type of Smoke Detector (s): Battery ☐ Hard Wired ☐ Hard Wired & Battery Backed ☐

Inter-connected: Yes ☐ No ☐ CO Detector: Yes No Fire Extinguisher: Yes No # of _____

Heating System: Electric ☐ Gas Oil ☐ Propane ☐ Air Conditioning System: Window Unit (s) ☐ Central ☐

Sewage System: Public Private ☐ Water Source: Public Private ☐ Hot Water Heating System: Electric Gas ☐

Section 2: PROPERTY OWNER'S INFORMATION LAIMER

Property Owner Name _____ Phone No. _____

Cell Phone No. _____ Fax No. _____ E-mail Address _____

Type of Property Owner: Association ☐ Corporation ☐ Guardian of Estate ☐ Individual / Sole Proprietor/LLC ☐
Partnership ☐ Personal Representative of Estate ☐ Trust ☐ Other _____

Owner Address: _____ Zip Code _____

Mailing Address for Property Owner (if different): _____ Zip Code _____

Section 3: MANAGING AGENT/RESIDENT AGENT/TRUSTEE INFORMATION (if applicable)

Managing Agent/ Resident Agent/ Trustee Name: _____ Phone _____

Address: _____ Zip Code _____

Mailing Address (if different): _____ Zip Code _____

Contact Telephone Numbers: Home: () _____ Cell () _____

Work: () _____ Fax () _____ Email Address _____

Section 4: LEGAL AGENT

Town Law requires all owners to assign a Legal Agent to receive legal service of process. Owners residing in Maryland may designate themselves. Owners who do not reside in Maryland **MUST** designate a Legal Agent who resides within the State of Maryland.

- Please Note:** — The Legal Agent cannot be your tenant (This can be a family member, friend, realtor, etc.)
— You must provide the Legal Agent's Maryland **HOME** address.
— The Legal Agent **MUST** sign below to accept responsibility as agent.

- ☐ Owner designates self as Legal Agent and resides in the STATE OF MARYLAND
(Home address already provided under Ownership information.)
☐ Owner designates the below named Maryland resident as Legal Agent.

Legal Agent's Name (Print or Type clearly above) _____

Legal Agent's **HOME** Street Address _____

Daytime Phone _____ Evening/Cellular Phone _____ Zip _____ Fax# _____

E-mail Address _____

I understand and accept responsibility as Legal Agent for service of legal process:

Legal Agent's Signature _____ Date _____

TENANTS CONTACT INFORMATION

Name: _____ Phone _____

Section 5: AGREEMENT / DISCLAIMER

I, _____, solemnly affirm under the penalties of perjury, that the
(Print Name of Property Owner)
above information relating to the dwelling located at _____, is true and
(Print Property/Forest Heights Unit Address and Zip Code)
correct to the best of my knowledge, and that I will submit any change in the information relating to the Property Owner, Managing Operator, Resident Agent, or Trustee, and the property owner's Designated Agent (for receiving process, notices and any other papers from Forest Heights), not more than 30 days after the change is made, and that I will comply with the requirements set forth in any correction notice and/or final order issued under Section 3.2: of the Ordinance Code of the Town of Forest Heights as amended, within the required time period.

I also certify that there are _____ Forest Heights unit (s) on this property and that I agree to allow the code official to inspect
(Total number of units)
these Forest Heights unit (s). Any violation of the Town's rental licensing law found in Article 3 of the Ordinance Code shall be deemed an infraction and any person upon conviction thereof shall be fined not more than One Hundred Dollar (\$100.00) for the first offense. Repeat offenders may be assessed a fine not to exceed Two Hundred Dollars (\$200.00) for each repeated offense.

Section 3.2: Town Permits Required

RENTAL PROPERTY PERMIT

A RENTAL PROPERTY PERMIT SHALL BE ISSUED TO ALL PROPERTY OWNERS WHOSE PROPERTIES: (1) ARE RENTAL PROPERTIES, OR (2) THE OWNER OR OWNERS RESIDE IN THEIR PROPERTIES LESS THAN SIX (6) MONTHS OUT OF THE YEAR, WHEN OTHERWISE RENTED TO OTHER. ALL SUCH PROPERTY OWNERS SHALL BE REQUIRED TO OBTAIN THE RENTAL PROPERTY PERMIT AT AN BI-ANNUAL COST OF \$75.00. A RENTAL PROPERTY PERMIT MUST BE OBTAINED FROM THE TOWN CLERK OF FOREST HEIGHTS NOT LATER THAN SEPTEMBER 1, 2010 OR PRIOR TO RENTING THE PROPERTY, WHICHEVER IS LATER. FAILURE TO OBTAIN A PERMIT SHALL BE DEEMED A MUNICIPAL INFRACTION AND SUBJECT TO A FINE OF \$500.

OWNER, DID YOU REMEMBER TO:

Signature of the Property Owner: _____ Date _____/_____/_____

- ☐ Sign the application? ☐ Designate a Legal Agent in Maryland ☐ Enclose License Fee made payable to Town Forest Heights
- ☐ Enclose "registration exemption affidavit" if applicable.

The Rental Housing License is purely governmental in nature, and may not be construed as providing any warranty or representation concerning the condition of the Forest Heights unit to the tenant or the public, or that the premise is in compliance with all applicable county, state and federal laws and regulations. (Property owner must comply with all Prince George's County Building, Fire and Zoning regulations).

FOR OFFICE USE ONLY

APPLICATION LICENSE # _____

INSPECTIONS DATES / RESULTS : YEAR 1 _____ YEAR 2 _____

REPEAT INSPECTIONS: _____

INSPECTOR: _____

PAYMENT METHOD: _____